



DEPARTMENT OF THE ARMY
GOLF COMPANY, 71st TRANSPORTATION BATTALION
705 READ STREET
FORT EUSTIS, VIRGINIA 23604-5389

REPLY TO
ATTENTION OF:

ATSP-BDS-G

8 Dec 09

MEMORANDUM OF INSTRUCTION

SUBJECT: Transportation School Courses Welcome Letter

1. **WELCOME:** On behalf of the U.S. Army Transportation School, welcome to Fort Eustis, the home of the Transportation Corps.
2. **GENERAL INTRODUCTION:** The Transportation School Courses will teach you the skills necessary to be a transportation staff officer, and/or leader. While here, you will learn of our proud history and, upon graduation, you will automatically become a member of the Regiment. The enclosed attachments include individual introductions to the different courses taught at the Transportation School along with any procedures that are specific to those courses.

You can view course dates on the ATTRS website class code 551 at

<https://www.attrs.army.mil/attrsc> or the link listed below

http://www.transchool.eustis.army.mil/New_web_site/ResidentCourses1A.htm

3. **TRAVEL TO FORT EUSTIS:** Fort Eustis is easily accessible by plane, bus, or privately owned vehicle (POV). An area/Fort Eustis map is available on our website. If traveling by plane, make sure your reservations are to the Newport News/Williamsburg Airport, or to Norfolk International Airport. You must obtain your own transportation from the airport. Taxis are available. Remember, you must keep receipts for all expenses to file for government reimbursement. All vehicles are subject to search prior to entering the installation. After 2200, the military police conduct 100% searches of all vehicles entering the installation.
4. **TRAVEL ON FORT EUSTIS:** All personnel traveling by POV are required to have a valid post decal or a temporary vehicle pass. Vehicle passes are usually valid for thirty (30) days and can be obtained from the Visitor's Center located at Building 2 that is on the right hand side before you get to the main Fort Eustis gate. To obtain a temporary vehicle pass you will need to have a valid State Driver's License, Registration, Proof of Insurance, DOD ID card and a copy of your Orders.
5. **WHERE TO REPORT:** See enclosures for specific reporting locations by course.
6. **IN-PROCESSING:** You will start your in processing and report on the first Monday of your course start date. See enclosures for specific in-processing locations by course. **In processing closes at 0700 on the first Monday of your course date. DO NOT BE LATE.** You should arrive on post the day prior. See enclosures for uniform to report in for in processing by course.

7. **DEPARTMENT OF THE ARMY INSTITUTIONAL DIRECTED LODGING AND MEAL SUPPORT SYSTEM (ITDLMS):** This system will apply to all personnel attending class who are Active Duty, Army Reserve, and National Guard. A summary of how the ITDLMS will affect you is as follows:

a. **LODGING:** Lodging will be at no cost to you during your stay. After you report (see paragraph 5 above) you must report to General Smalls Inn, 1700 Madison Ave (757-878-5807/2337), for your room assignment. Room assignments will be on-post but if none are available General Smalls Inn Staff will assign you to a contracted facility off-post. Family members and/or guests are not authorized to stay with you in any contracted rooms. Students will pay any auxiliary charges incurred including, but not limited to, long distance, room service, movie rentals, etc.

b. **TRANSPORTATION:** Limited on-post government transportation is available for those who do not have transportation (e.g. buses). Sending commands **MAY** judiciously authorize compact rental cars for those who must fly to Fort Eustis. Reimbursement is limited to actual cost incurred to include gas and oil for official business only. Soldiers are directed to keep itemized receipts for reimbursement. Taxi service is available but limited. If the rental car authorization applies to your travel situation, make sure your Orders authorize it. Authorization upfront makes seeking reimbursement for incurred expenses easier. **In and around mileage for those with POV, if approved by the order-issuing official, is limited as follows:**

- **10 miles, per day if assigned on-post.**
- **25 miles, per day if assigned off-post**

ARNG students or students on AT orders should consider getting their Orders amended to authorize a POV or a rental car before reporting.

c. **MEALS:** Meals will be provided five days a week (Monday through Friday) for breakfast, lunch, and dinner. TDY students earn Proportional Per Diem on weekends and federal holidays. Students will receive meal cards during in processing. Students can check Per Diem rates at <http://www.dfas.mil/>

d. **INCIDENTALS:** The other entitlements not mentioned above for you during your stay are as follows: \$3.00 daily incidentals and \$2.00 daily for laundry services after your seventh day.

8. **HOUSING:** If you are Permanently Changing Stations (PCSing) to Fort Eustis from another service and/or installation, you should report a minimum of 3 to 4 duty days prior to the course. Balfour Beatty Communities is located in Building 601, Room 110 (757) 369-8335. Students who are PCSing must proceed to Building 601 for information on both on and off post housing.

9. **GENERAL INFORMATION:** Do not arrive more than one day before the class start date. Class will start on a Monday. Please call Golf Company at 757-878-6675/6840 if you are unable to attend the course.

- a. **CLASS SCHEDULE**: From 0830 to 1630 Monday through Friday. On the last day of classes, graduation will normally be completed before 1300 after which you will out-process with Golf Company and be dismissed from the course. Please consider this prior to making any return travel arrangements.
 - b. **PHYSICAL TRAINING POLICY**: You are required to conduct physical fitness with Golf Company Monday, Tuesday, Wednesday, and Friday from 0600 – 0700 in front of Anderson Field House. All personnel walking or running on Fort Eustis must wear reflective clothing. When in PT uniform, you will wear a yellow or red belt (see course specific letter for detailed information).
 - c. **SICK CALL**: From 0630-0800, Monday through Friday at McDonald Army Health Center.
 - d. **UNIFORM AND APPEARANCE** - Students must maintain a neat, orderly appearance at all times and conform to the haircut standards outlined in AR 670-1. The uniform will meet standards in AR 670-1. The Army Combat Uniform (ACU) is the required uniform while attending class as is business attire for civilian students. Unless otherwise specified, the normal duty uniform is the Army Service Uniform (ASU) for all students, Active Duty, Reserve Component and National Guard. All Active Duty students will wear the Dress Blues uniform while the Class A with white shirt and bow tie for Reserve Component/National Guard Personnel for the Dining-In. Marine Engineering Officer Students need to bring approved coveralls with steel toe boots. Each student may wear suitable civilian attire after normal duty/class hours.
10. **RECALL ROSTER**: The class leader will have and maintain this list. The class leader will ensure the timely posting of updates. All students have the responsibility to keep the class leader informed of their whereabouts and any change of address/phone number(s). The class leader must submit a copy of the completed recall roster to Golf Company operations no later than close of business on the class start date.
11. **LEAVE DUE TO BONAFIED EMERGENCY**: Red Cross notification only allows emergency leave. If you desire to take regular leave, your course manager and the Golf Company Commander must approve it during duty hours. After duty hours, the 8th Transportation Brigade SDO/SDNCO will contact Golf Company to process the emergency leave. The 8th Transportation Brigade contact telephone number is 757-878-5501.
12. **PASS POLICY**: Classes will fill out the pass roster as a means of emergency contact. For any 3 or 4 day weekend a pass is required. Students traveling over 250 miles on a three (3) day pass must have a round trip plane ticket. For any four (4) day passes, students must have a plane ticket for any distance over 400 miles. The class leader will turn in a complete and correct roster by COB Wednesday for each week for the upcoming weekend. Students who do not provide all required information will have their passes returned to the class leader without action for resubmission. Students must have a complete address, phone number, and prior approval by Commander/First Sergeant before proceeding on the pass. Please remember that passes are a privilege.

13. **PRIVATELY OWNED WEAPONS:** Students must register all privately owned weapons with the Provost Marshall Office (PMO) and store them in the Post Arms Room. Privately owned weapons are defined as any firearm or knife (longer than three (3) inches). All students arriving with privately owned weapons must notify Golf Company immediately for registration and/or storage purposes. Only the Golf Company Commander can authorize the storage of any privately owned weapon(s) in writing. If you wish to sign out your weapon, you must do so with written justification to the Commander no later than three (3) days prior to the weekend. Any student who signs out firearms assumes full responsibility for the use, handling, storage and complete compliance with Army Regulations, Post Policies, and Local/State Laws.

14. **CLOSING:** During your training here, your instructors and I will be available to provide assistance throughout the course. Your first three (3) days will be very busy. Keep in mind that we have a lot to accomplish in a short time. Be flexible! The key to success is ***ATTENTION TO DETAIL*** and ***LEADERSHIP BY EXAMPLE***.

15. POC for this memorandum is the undersigned at 757-878-5653 or via electronic mail (via AKO) at daniel.georgi@us.army.mil.

////Original Signed////

DANIEL M. GEORGI

COL, LG

ASSISTANT COMMANDANT

ENCLS.:

1. Combined Logistics Captain's Career Course (CLC3) Letter
2. Reserve Component Captain's Career Course (RC-CCC) Letter
3. Transportation Basic Officer Leader Course (TBOLC) Letter
4. Transportation Officer Basic Qualification Course (TOBQC) Letter
5. Marine Deck Officer (880A) and Marine Engineering Officer (881A), Warrant Officer Basic Course (WOBC) Letter
6. Mobility Warrant Officer MOS (882A), Warrant Officer Advance Course (WOAC) Letter
7. Mobility Warrant Officer MOS (882A), Warrant Officer Basic Course (WOBC) Letter
8. Integrated Computerized Deployment System (ICODES) Letter
9. Ship Loading and Stowage (SLS) Letter

Driving on Fort Eustis:

Drivers on Fort Eustis must comply with all motor vehicle laws applicable in the State of Virginia as well as TCFE regulation 190-5. Virginia motor vehicle laws may be found by clicking [here](#) while TCFE 190-5 may be found by clicking [here](#).

Operating Motorcycles on post:

Motorcycle safety training is mandatory prior to registering or operating a motorcycle on post. Military personnel must complete a Motorcycle Safety Course before operating a motorcycle or moped on or off post, on or off duty, regardless of whether the motorcycle/moped is registered. DOD and DA civilians must complete the Motorcycle Safety Course prior to riding or registering a motorcycle or moped on the installation.

Motorcycle operators and passengers must wear the following Personal Protective Clothing, at all times while operating a motorcycle on Fort Eustis:

- DOT approved motorcycle helmet
- Safety or shatterproof Goggles or full face shield
- Full finger gloves
- Long pants (shorts are NOT authorized)
- Over the ankle boots (sneakers/running shoes are NOT authorized)
- Long sleeved shirt, bright or light reflective color during daylight
- Light reflective belt, (worn diagonally across the chest) or vest during hours of darkness

Cell Phones

Effective February 27, 2006, the Department of Defense prohibited talking on hand held mobile phones while operating a motor vehicle on all federal installations. Violators will be ticketed. This regulation applies to cell phone use in POVs as well as military vehicles. Drivers must use hands-free devices.

Vehicle Registration

DOD stickers

Military (Active and Retired), DOD civilians, and permanent contract workforce are required to register their vehicles and obtain a DOD registration sticker through the Visitors Center located at the main gate on Fort Eustis Boulevard. Hours of operation are 0800 AM to 1630 PM daily, except weekends and holidays.

The following documents are required to register a vehicle on Fort Eustis:

- **A copy of your Orders (if applicable)**
- **DOD issued identification**
- **A valid state driver's license.**
- **Proof of vehicle ownership and registration issued by the state.**
- **Proof of insurance on the vehicle for registration.**
- **Proof of a vehicle safety inspection by the state of vehicle registry, if required.**
- **If you are registering a vehicle owned by someone else, you need either a power of attorney or a notarized written statement giving you permission to drive the vehicle on a regular basis.**
- **A rental/lease contract is required for rental/leased vehicles.**
- **Motorcycle Operators must have a motorcycle endorsement on your driver license and a completion certificate for a Motorcycle Safety Course.**

Day passes

Guests/visitors may obtain a pass from the Visitors Center by providing the following:

- **A valid state driver's license.**
- **Proof of vehicle ownership and registration issued by the state of vehicle registry.**
- **A rental/lease contract is required for rental/leased vehicles.**

Passengers/Guests

Every guest/visitor over the age of 16 must have a valid State or Federal Government issued photo Identification Card. Examples, of an valid ID card, are Military ID card, State issued photo driver license, State issued photo ID card, Passport. All occupants of every vehicle must physically hand their valid photo identification to the security officer at the access control point.

For additional information or assistance contact the Visitors Center/Vehicle Registration located in Building 2 at the Main gate at (757) 878-1878. Fort Eustis maintains access control to the installation through two controlled gates. Access is restricted to those who have a valid reason to enter the post. The main gate is located on Fort Eustis Boulevard just off interstate 64 and is open 24 hours a day, 365 days a year. The second gate, located off Warwick Boulevard, is a limited access gate and is only open to individuals with a valid DOD registration. Additionally, the Warwick Boulevard gate is only open between the hours of 0500 and 2200 hours.

Vehicles not displaying a valid DOD sticker or Post Pass must stop at the Visitors Center and obtain a Vehicle Pass.

ALL commercial vehicles MUST pass through the vehicle inspection station located adjacent to the Visitors Center.

ATSP-BDS-G

SUBJECT: Transportation School Courses Welcome Letter

Active duty and retired military, DOD civilians, and permanent contract workforce are permitted access to the installation with a valid DOD vehicle registration and ID. Guests and temporary workers can gain access to the installation through the use of day passes obtained through the Visitors Center.